

Hints for Filling out EPA Form 5700-52A

Blocks 1A & 1B - these periods of time refer to the Federal Fiscal Years (FFY) and Quarters (example: FFY 2004 is the period Oct. 1, 2003 - Sept. 30, 2004)

Block 3A - put in the name & address of your organization.

Blocks 3B & 3C - put in the name & phone number of the person who is filling out this report - whatever name is shown here is the person who will be called to answer questions concerning the information on the report (this will probably not be the Tribal Chairman, CEO, President, etc).

Block 4A - this is your Assistance Agreement Number (example GA 98067201).

Block 4B - this is the Catalog of Federal Domestic Assistance (CFDA) Number and Program Title (example: 66.926 Indian Environmental General Assistance Program).

Block 5C - this is the **TOTAL** purchases** you have made on this grant during the reporting period - not just the purchases you made from MBE/WBE* firms.

Block 5D - these are the purchases** you made from MBE/WBE* firms

Block 5E - if you hired a contractor to work on this grant, the same MBE/WBE* requirements that apply to you apply to the contractor (refer to the terms & conditions of your grant) & they should be incorporated into their contract. The contractor needs to report actual MBE/WBE* utilization achieved to you. You in turn put that information into block 5E.

Block 6 - This block should be used to give any information that might be of assistance to the EPA person reviewing your report - examples: let us know if this is a cumulative report for the entire grant period; let us know if there has been no activity on the grant since the start of the grant period; if you had line items in the budget which indicated some purchasing would be done (\$ figures in supplies, equipment, contractual, other), but on this report you checked Block 5B, indicating that no procurement had been done, tell us why; if you have a large TOTAL procurement (block 5C) but utilized no MBE/WBE firms, what steps you took to locate MBE/WBE firms who could possibly provide you with the goods & services needed. These are all areas which would raise questions in the mind of the person reviewing the accuracy of the report - so to delay acceptance of the report by EPA, give us that information here.

Blocks 7 & 8 - the report can be signed by the person who has been delegated the responsibility to ensure the accuracy of the report, this can be a Finance Director, Program Manager, Grants & Contracts Manager, or Tribal Administrator. It does not have to be a CEO, Tribal Chairman, or President.

* MBE = Minority Business Enterprise - a commercial small business which is 51% owned and operated by a minority person (exception - Tribally owned businesses do not have to be a small business to qualify as an MBE).

WBE = Women Business Enterprise - a commercial small business which is 51% owned and operated by a woman.

**Purchases - any supplies, equipment, or services you bought under this grant from a commercial business enterprise.